

Administrator Information Governance (Band 4)

Recruitment Profile - This is a summary of the Job Description and Person Specification

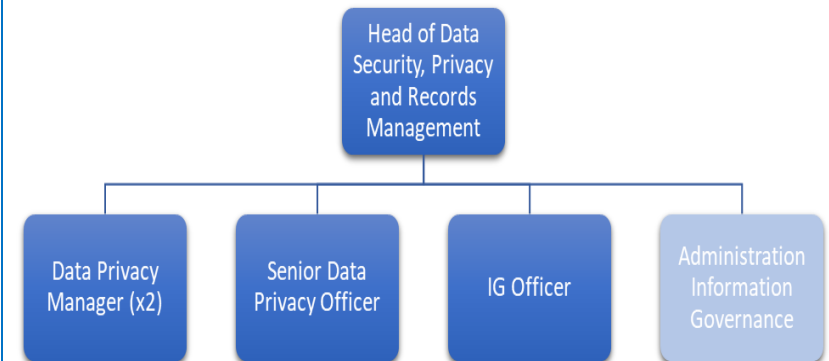
About the Role

In this role you will be responsible for support the Data Security, Privacy and Records Management Team to ensure that NHSBT is compliant with all regulatory and statutory legislation such as the UK General Data Protection Regulation (GDPR), Data Protection Act 2018 and Data Security Protection Toolkit and Network and Information Systems. Your responsibilities will include:

- To provide comprehensive direct office management and administrative support to the Head of Data Security, Privacy and Records Management and wider function.
- To provide advice and support to the function and to keep the Head of Data Security, Privacy and Records Management updated and informed of any problems or development needs.
- To ensure the smooth running of the office and the timely prioritisation of all administrative duties.
- To act as a communication channel between the function, other departments, and external agencies.
- Maintain the quality and content of data held within the SharePoint site and lead on the transition from G drive.
- Input and process information held in the Data Security, Privacy and Records Management area of the CIDG SharePoint
- The role is accountable to the Head of Data Security, Privacy and Records Management

You will be required to undertake occasional travel to any NHSBT sites and external venues to meet the requirements of the post (prior notice will be given)

Organisation Structure



About Us

Our three core principles are critical to our service, guiding everything we do and inspiring us to be the best.

- *We **care** about our donors, their families, the patients we serve, and our people.*
- *We are **expert** at meeting the needs of those who use our service and those who operate it.*
- *We provide **quality** products, services and experiences for donors, patients and colleagues.*

About You - This section details the personal attributes we require for this role. You will need to demonstrate these throughout the recruitment process

Behaviours and Values

- **Communicating** – Friendly and approachable, able to relate to staff, donors and patients from all backgrounds, promoting NHSBT positively
- **Collaborating** – Know the importance of your own behaviour and body language when communicating and working with others
- **Leading** – Professional in matters of confidentiality, security, integrity, honesty, performance, attendance and appearance
- **Customer focused** – Demonstrate and promote high standards of quality customer care to both internal and external customers
- **Performing** – Able to use and act on feedback from others on your performance and behaviour to increase your own self awareness
- **Innovating** – Consider, suggest and be open to alternative ways of working to make continuous improvements

Skills and Abilities

- Communicate succinctly, clearly and accurately in plain simple English, both verbally and in writing
- Be an effective team member who is able to relate to colleagues at all levels across our large multi-site organisation with tact and diplomacy
- Recognise your own job role boundaries / limits of practice and know when to ask for guidance
- Follow written instructions and ensure the services you provide are in line with standard processes and good practice, showing attention to detail
- Prioritise own workload and take responsibility for delivering results within agreed timescales and standards with changing priorities and pressures
- Use initiative to look out for issues at work, acting quickly and calmly to focus on finding a solution

Experience and Knowledge

- Demonstrable practical experience in various, predominantly non-routine, administrative and/or secretarial procedures, and ability to take actions accordingly.
- Understanding of legislation and guidelines relating to data protection and confidentiality..
- Experience of running bring forward systems and chasing progress on actions.
- Proficient in Microsoft Office for the creation of high quality formatted reports.
- Experience of working in a busy office environment, using office equipment, handling conflicting deadlines and priorities

Qualifications and Training

- Qualified to 'A' level (or equivalent qualification) in English plus experience in an administrative field.
- Demonstrate commitment to own Continued Professional Development (CPD)

